

Annual Requirements for Community Eligibility Provision (CEP) Schools Participating in USDA Child Nutrition Programs

To ensure program compliance, please distribute a copy of this calendar to all personnel responsible for completing the following tasks related to the National School Lunch Program (NSLP) and School Breakfast Program (SBP) operation. Local educational agencies (LEAs) must retain records used to develop the Identified Student Percentage (ISP) during the entire period CEP is in effect, including all extensions. This retention requirement pertains to all records for the initial CEP election year showing numbers of identified and enrolled students, and all records from any updates made to the ISP. Additionally, this documentation and all other program documentation must be retained by the School Food Authority (SFA) for three years after submission of the final claim for reimbursement for the last fiscal year of CEP. If audit findings have not been resolved, these records must also be retained beyond the three-year period as long as required for the resolution of issues raised by the audit.

Please note: **for the 2022-23 school year**, the WI Department of Public Instruction was approved for a [waiver](#) that extends the deadline for CEP applications and intent forms to August 31, 2022. It also allows the full enrollment direct certification run for Identified Student Percentage (ISP) calculations to be from anytime between July 1, 2021 – June 30, 2022 for the 2022-23 school year.

Requirement	Due Date	Initials	Date Completed
USDA Child Nutrition Program Online Contract Update/renew the USDA Child Nutrition Program Contract with DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/contracts). The contract must be updated before each school year. The school year is defined as July 1 – June 30. Approval of contracts will not begin until after the DPI system roll-over in July. For assistance with contract renewal and specific dates, please reference the Contract Manual . https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/online-contract-manual.pdf	June 10, 2022		
Notify DPI School Nutrition Team (SNT) of Changes in CEP Election (Annual Intent Form) Each LEA in CEP must notify the SNT annually as to how it will proceed for the next school year. There are four options: <ul style="list-style-type: none"> • Continue in CEP for the following school year using the current approved ISP. • Apply for an increased ISP by providing documentation to support an increase reflective of April 1 enrollment of the preceding year. • Report a significant change to the student population, which may require a recalculation of the ISP. • Elect out of CEP and return to standard application, counting, and claiming procedures. 	Notification to DPI due by August 31, 2022		
Food Service Management Company, Vended Meals, or Joint Agreement () N/A Submit new Food Service Management Company (FSMC) contract, Vended Meals Agreement, or Joint Agreement (including any applicable renewals) to DPI. Upload the upcoming school year's signed vended meals or joint agreement into the Child Nutrition Program Online Contract. Email, mail, or fax the completed FSMC contract to DPI. DPI approves agreements before the online contract is approved Before entering into a Food Service Management Company contract, SFAs must use a Request for Proposal (RFP) DPI Template (https://dpi.wi.gov/school-nutrition/program-	June 10, 2022		

Requirement	Due Date	Initials	Date Completed
<p>requirements/procurement). The RFP process requires DPI approval at multiple steps and takes an average of three months to complete. Please email dpifsmc@dpi.wi.gov or call 608-267-9228 for additional information and approval.</p> <p>The DPI Templates for Vended Meals Agreement or Joint Agreement must be used (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/templates).</p> <p>For Vended Meals Agreements, a copy of vendor's current restaurant license must be submitted to DPI.</p>			
<p>Alternative Household Income Form and USDA Free and Reduced Price Meal Application</p> <p>CEP removes the need to distribute and collect USDA Free and Reduced Price Meal applications to determine eligibility. However, the need for individual student level income information is still necessary to collect from students at CEP schools for other programs (e.g., Title 1, SAGE/AGR, and Wisconsin School Day Milk Program). The LEA has two options to collect this information:</p> <ol style="list-style-type: none"> DPI Alternate Household Income Form*: Recommended for use in <u>district-wide</u> CEP LEAs. Developed to identify economically disadvantaged students who are not already on the Direct Certification list. *A pre-approved DPI Alternate Household Income Form and the DPI USDA Free and Reduced Meal Application can be found on the CEP website (https://dpi.wi.gov/school-nutrition/community-eligibility-provision) For Mixed Districts, USDA Free and Reduced Meal Application: Recommended for LEAs with some CEP schools and some non-CEP schools to use one single form to collect household income information. <p>Food service staff may continue to help with this process, but only if funded outside of the non-profit school food service account. In some cases, new staff or social workers are trained to support the collection of this household economic data.</p>	<p>Do not distribute to families until after July 1</p> <p>NOTE: LEAs will need to fund the distribution, collection, and processing of the CEP student level income data completely separate from the non-profit school food service account.</p>		
<p>Student Information List</p> <p>For reporting purposes, DPI still requires that CEP schools and districts identify in their student information system those students that are economically disadvantaged. This subgroup is determined by using all students on the direct certification list, and students that submit an Alternative Household Income Form or USDA Free and Reduced Price Meal Application that qualify based on household income. The combined list can be used for all of the purposes previously supported by the Free and Reduced Price Meal benefit issuance list. This list should be maintained separately from the USDA meal programs.</p>	<p>Prior to start of school year</p> <p>Updates should be made throughout the year as new benefit documentation is received or as new students arrive.</p>		
<p>Direct Certification (DC)</p> <p>For Mixed Districts, conduct a full-enrollment DC run as the first run of the school year. Keep the original matched file, securely, in paper or electronic format, for three years plus the current school year. https://dpi.wi.gov/school-nutrition/program-requirements/direct-certification</p> <p>SFAs are required to conduct a full enrollment DC run a minimum of three times per school year: once at the beginning of the school year, three months after first run, and six months after first run, per USDA SP 31-2011. In addition to the three minimum DC runs required by USDA, a full-</p>	<p>For Mixed District:</p> <p><i>First Run:</i> At or near beginning of school year (July – August)</p> <p><i>Second Run:</i> Three months after first run (October – December)</p>		

Requirement	Due Date	Initials	Date Completed
<p>enrollment DC must be completed on or before April 1 to reflect enrollment information on April 1. This data is compiled for a USDA report and is used to determine which schools qualify for CEP.</p> <p>SFAs are encouraged to run DC more frequently (such as monthly) and when new students enter the district. The matching database is updated weekly.</p> <p>For CEP district-wide, conduct a DC run one time per year for the Special Provision Match in October, and as needed to obtain April 1 data supporting an increase in ISP or a recalculation due to a significant change in participating schools. Maintain all original DC match lists at the SFA as paper copies or electronically. Additional Direct Certification information can be found online (https://dpi.wi.gov/school-nutrition/program-requirements/direct-certification).</p>	<p><i>Third Run:</i> Six months after first run (January – March)</p> <p><i>April 1 Run:</i> If third run is not completed near April 1, a fourth run close to or on April 1 must be completed</p> <p>For District-Wide CEP:</p> <p>During month of October and on or before April 1</p> <p>Additional Runs: As needed to recalculate ISP in response to changes in the identified student or enrollment population. <i>Encouraged more often to match students to DC for other programs like Title 1.</i></p>		
<p>CEP Letter to Households</p> <p>This letter informs households that the students enrolled in a CEP school with access to breakfast and/or lunch will receive free meals for the current school year. All students attending the CEP school will receive breakfast and lunch at no charge. Receipt of meal benefits will not be affected by a household's decision to complete and return an Alternate Household Income Form or USDA Free and Reduced Meal Application. A template CEP Letter to Households can be found online (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/cep-sample-household-letter.doc)</p>	Prior to start of school year		
<p>Public Release for District-Wide CEP</p> <p>Send the CEP-specific public release for free meals to local media and grassroots organizations that reach minority or under-represented groups. SFAs are required to send the public release to local media and community grassroots organizations but are not required to pay to have it published. The prototype CEP Public Release can be found online (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/cep-public-release.docx). At the SFA, maintain a copy of the materials sent and a list of to whom the materials were sent.</p> <p>Public Release for Mixed Districts</p> <p>If the LEA has CEP and non-CEP sites, LEAs must send out the Mixed District Public Release, which is available in English and Spanish and can be found online (https://dpi.wi.gov/school-nutrition/community-eligibility-provision).</p>	Prior to start of school year		
<p>Unpaid Meal Charge Policy</p> <p>SFAs operating district-wide CEP are not required to have an Unpaid Meal Charge Policy. However, in mixed districts, a policy is required.</p>	<p>Mixed Districts:</p> <p>Prior to the start of school year</p>		

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<p>The most current version of the SFA's Unpaid Meal Charge Policy is provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year. The policy must be provided in writing to any households transferring to the SFA during the school year. Posting the policy to the school's public website does not meet the requirement.</p> <p>The policy is provided in writing to all school or SFA-level staff who are responsible for policy enforcement. Provide the policy to principals and district administrators to ensure the policy is supported and applied consistently.</p> <p>It is highly encouraged to review the policy content on a regular basis, such as annually, and update the policy accordingly.</p> <p>Unpaid Meal Charge Policy Resources can be found on the financial management webpage. https://dpi.wi.gov/school-nutrition/program-requirements/financial-management.</p>	Review and update regularly, such as annually.		
<p>And Justice for All Poster</p> <p>Display an <i>And Justice for All</i> poster in areas where the program is administered (cafeteria, classroom, meal cart). The poster must be posted in a way that is visible and easy to read for program participants. If new or additional posters are needed, please contact the DPI SNT at 608-267-9228 or email dpifns@dpi.wi.gov.</p> <p>Per USDA Memorandum SP 14-2020, the <i>And Justice for All</i> (AJFA) poster must be prominently displayed at all facilities and locations that distribute meals, which includes meal pick-up locations for students learning virtually. Meals delivered from stationary vans or buses should display the AJFA poster. For vehicles making door-to-door drop deliveries at homes and businesses, the AJFA poster does not need to be displayed.</p>	Prior to start of school year		
<p>Food Safety Plan</p> <p>Conduct annual review of school-level Food Safety Plan(s) and include any necessary updates. (https://dpi.wi.gov/school-nutrition/program-requirements/food-safety). SNT recommends scheduling food safety training for staff and volunteers before the start of the school year.</p>	Prior to start of school year		
<p>Food Service Annual Financial Report (AFR)</p> <p>Complete and submit the Food Service Annual Financial Report for the prior fiscal year (July 1 – June 30). (https://dpi.wi.gov/school-nutrition/program-requirements/reporting) The October lunch claim cannot be entered online until the Food Service Annual Financial Report is submitted.</p>	<p>August 31, 2022</p> <p>Portal opens first week of July</p>		
<p>Wisconsin School Day Milk Program Claim () N/A</p> <p>Submit the Wisconsin School Day Milk Program (WSDMP) claim to DPI for the prior school year. (https://dpi.wi.gov/school-nutrition/program-requirements/claiming) The October lunch claim cannot be entered online until the WSDMP claim is submitted. Additional WSDMP Claim Resources can be found online. (https://dpi.wi.gov/school-nutrition/programs/milk-programs/wisconsin-school-day-milk)</p>	By August 31		

Requirement	Due Date	Initials	Date Completed
CEP district-wide LEAs will need to utilize the DPI Alternate Household Income Form to obtain Free and Reduced Price eligibility since this is not a USDA program. Mixed CEP districts may use the USDA Free and Reduced Meal Application.			
Elderly Nutrition Program Claim () N/A Submit the Elderly Nutrition (EN) Program Claim to DPI for the prior school year. (https://dpi.wi.gov/school-nutrition/program-requirements/claiming) The October lunch claim cannot be entered online until the EN claim is submitted.	By August 31		
Afterschool Snack Program () N/A Complete Afterschool Snack Program Onsite Monitoring Form and keep on file at the SFA. (https://dpi.wi.gov/school-nutrition/programs/afterschool-snack) Note: The individual site ISP X 1.6 will be used to establish area eligibility. If an LEA applied for CEP as a district or group and shares an ISP, the individual school ISP X 1.6 must be used for determining area eligibility. CEP schools that are not area eligible claim snacks using the same group claiming percentage they use to claim meals under NSLP/SBP.	Two reviews each school year (first review within first four weeks of snack service)		
Civil Rights Training Complete the annual Civil Rights Training for staff involved with USDA Child Nutrition Programs . (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights). This includes school staff (permanent, temporary, fill-in), volunteers and food service staff. Maintain a copy of the training and attendance log at the SFA.	Beginning of school year, or prior to start (after July 1, 2022).		
Civil Rights Compliance Self-Evaluation (PI-1441) Complete the Civil Rights Compliance Self-Evaluation Form and keep on file at the SFA. (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights)	By October 31		
Verification - Start verification process (not required for CEP district-wide) ***Note: Mixed CEP districts MUST conduct verification on the non-CEP sites (those accepting free/reduced price applications) within the district. See the General Calendar for more information.	On or after October 1 Guidance to SFAs for beginning Verification <u>before</u> October 1 can be found in USDA memo SP42-2017 (https://www.fns.usda.gov/school-meals/beginning-verification-october-1-guidance-local-educational-agencies).		
Special Provision Match Run full enrollment of all students in CEP schools through DC and submit the Special Provision Match report to DPI. Report the number of students that matched “S” and “O” codes. DC must	Run DC by October 31 Report to DPI by November 15		

Requirement	Due Date	Initials	Date Completed
be run in the month of October each year, but no later than the last operating day in October. Note: This report is not used to make individual meal eligibility determinations.			
FNS-10 Report The FNS-10 Report includes enrollment data and the number of approved free and reduced price eligible students as of the last day lunch was served in October (https://dpi.wi.gov/school-nutrition/program-requirements/reporting). The October lunch claim cannot be entered online until FNS-10 data is submitted to DPI.	Portal opens November 1. October claim for reimbursement cannot be submitted until the report is complete.		
FNS-828 Paid Lunch Price Report (PLP) Submit the Paid Lunch Price Report to DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/reporting) The Paid Lunch Price Report includes the most frequently charged student lunch price for each grade level category (elementary, middle/junior high school, high school). <i>Submission of this report is required even if non-pricing.</i> The Paid Lunch Price Report Instructions have been updated. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/paid-lunch-price-report-instructions.pdf)	Portal opens November 1 Report due November 15 October claim for reimbursement cannot be submitted until the report is complete.		
FNS-742 Verification Collection Report (VCR) CEP schools are not required to complete verification, but are still required to submit the VCR. Non-CEP schools must complete the verification process by November 15. The FNS-742 VCR report can be submitted any time between November 1 and February 1 (https://dpi.wi.gov/school-nutrition/program-requirements/verification). Verification materials and results should be filed at the SFA. Instructions to assist in completing the VCR, as well as the VCR submission portal can be found online on the Verification webpage (https://dpi.wi.gov/school-nutrition/program-requirements/verification).	Portal opens November 1 Report due February 1		
Onsite Monitoring Form Only for SFAs that have more than one school/location where meals are served, as designated within the online contract. A minimum of 50% of schools participating in the SBP must also be monitored annually by February 1, with each school operating the SBP being monitored at least once every two years. Complete monitoring visits and document results, including any follow up, for all sites by February 1 annually. Keep completed monitoring forms on-file at the school site. Complete Onsite Monitoring Form for Breakfast (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc) and Onsite Monitoring Form for Lunch . (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc). USDA has created Offsite Monitoring Fact Sheets for Child Nutrition Programs for additional guidance and best practices. (https://www.fns.usda.gov/cn/site-monitoring-fact-sheets-child-nutrition-programs)	By February 1		

Requirement	Due Date	Initials	Date Completed
More Information on Onsite Monitoring is located on the onsite monitoring webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring)			
Summer Food Service Program (SFSP) and School Breakfast Program (SBP) Outreach SFAs must inform families of the availability of reimbursable breakfasts served under the School Breakfast Program (SBP) (https://dpi.wi.gov/school-nutrition/programs/school-breakfast) at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP. Access the School Nutrition Outreach Toolkit (https://dpi.wi.gov/wisconsin-school-meals-rock/school-nutrition-professionals/school-nutrition-outreach-toolkit) through DPI Team Nutrition. All SFAs are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether SFSP is offered by the SFA itself. Acceptable outreach activities inform families about the availability and location of summer meals prior to the end of the school year. SFAs distribute information through means normally used to communicate with households of enrolled children. This may include newsletters, automatic calling and texting services, email, or mailings. Additional information can be found on the Administrative Review (https://dpi.wi.gov/school-nutrition/administrative-review) webpage and the SFSP Outreach Materials (https://dpi.wi.gov/community-nutrition/sfsp/outreach) webpage.	SBP: Beginning and throughout the school year SFSP: Prior to end of the school year		
Professional Standards Complete and log appropriate number of required Professional Standards Training Hours for all school nutrition program staff and non-school nutrition program staff with job duties pertaining to school nutrition programs. (https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards)	By June 30		
Local Wellness Policy (LWP) Information on the LWP Content Requirements can be found on the local wellness policy webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring) <ul style="list-style-type: none"> • SFAs must annually notify the public regarding policy content. • Recommend to review annually for updates. • Assessment and evaluation of LWP is required at least every 3 years. • SFAs must also make the assessment available to the public. 	Notify the public of annual policy content and of triennial assessment when completed.		

Ongoing Daily and Monthly Requirements for USDA Child Nutrition Programs

Requirement	Due Date
Complete Daily Menu Production Records . (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning)	Complete daily

Production records are required by USDA, but there is no required standardized format. Production records should document what is prepared and served for each meal program (daily production plans, standardized recipes, Child Nutrition Labels or Product Formulation Statements). Maintain production records at SFA for three (3) years plus the current school year.	
<p>Complete and review Daily Participation Edit Check prior to submission of claim for reimbursement. Obtain daily meal counts for each school listed on Schedule A of the online contract. If using an automated accountability system, this process may be built into it. Maintain the monthly edit checks from each school at the SFA.</p> <p>A Manual Edit Check Form can be found online. (https://dpi.wi.gov/school-nutrition/program-requirements/claiming)</p> <p>An Electronic Edit Check for SFAs Operating CEP can be found online. (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/cep-editcheck.xlsx).</p>	Complete daily, review monthly
<p>Submit monthly claim for reimbursement to DPI via Online Services. Utilize the claim manual for NSLP. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/site-based-claiming-manual.pdf)</p> <p>Claims for reimbursement cannot be submitted during the claim month of operation. The only exception is the June claim, which can be submitted after the last meal service in June. Please refer to the claiming calendar below for submission deadlines.</p> <p>SFAs blocked from submitting claims electronically should submit the claim manually before the monthly deadline (see chart below). Fax or e-mail claim to Jacqueline Jordee before the deadline at 608-267-9207 or jacqueline.jordee@dpi.wi.gov.</p>	Monthly

60 Calendar Day Cut-off Deadlines for Submitting Claims for Reimbursement

Claims for reimbursement for meals/milk served under the NSLP, SBP, Afterschool Snack Program (ASP), and Special Milk Program (SMP) must be submitted to DPI online for payment **within 60 calendar days after the end of the claiming period**. Only one claim per program is accepted per payment processing period.

Processing occurs each Tuesday morning, unless that day is a holiday, in which case the processing would happen the following day. Payment processing does not occur the last two weeks of June and the last two weeks of December so that DPI's Business Office can do fiscal and year-end closeouts.

Claiming Month	Last Day for Receipt/Postmark of Claim
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 in leap years)

USDA Foods Distribution Program

Please review the [USDA Foods Program Timelines](https://dpi.wi.gov/school-nutrition/usda/timelines) resource for additional information. (<https://dpi.wi.gov/school-nutrition/usda/timelines>).

Information	Due Date	Submit to DPI/File at SFA
Annual USDA Foods Order Survey Order USDA Foods for the entire upcoming school year.	Late winter (exact dates provided to all School Food Authorities in mailing from DPI USDA Foods Team)	Submit to DPI Annually <i>(https://dpi.wi.gov/school-nutrition/usda)</i>
USDA Foods Fair Share/Bonus Surplus Order	Offered monthly, pending availability	Submit to DPI monthly via Online Services <i>(https://dpi.wi.gov/nutrition/online-services)</i>
USDA Foods Invoice for Total Fees Due Review the monthly USDA Foods invoice and compare to fees deducted from monthly reimbursement claims.	Available monthly online	Review Invoice and file at SFA

At a Glance... Requirements for CEP-Only Schools Participating in USDA Child Nutrition Programs

Annual Requirements	Due Date	Initials	Date
USDA Child Nutrition Program Online Contract	By June 10		
Notify SNT of changes in CEP election (Annual Intent Form)	By August 31		
Vended Meals or Joint Agreement () N/A	Must be uploaded before online contract can be approved		
Food Service Management Company () N/A	Must be approved before online contract can be approved		
Student Information List *Keep separate from USDA meal program.	Prior to start of school year <i>Updates should be made throughout the year</i>		
Direct Certification	At or near beginning of school year (after July 1, but before last operating day in October)		
Special Provision Match	On or before the last operating day of October		
CEP Letter to Households	Prior to start of school year		
CEP District-Wide Public Release or Mixed District Public Release	Prior to start of school year		
Unpaid Meal Charge Policy (mixed districts only) () N/A	Distribute prior to start of school year, review regularly		
Food Safety Plan	Prior to start of school year		
Food Service Annual Financial Report	By August 31		
Wisconsin School Day Milk Program Claim () N/A	By August 31		
Elderly Nutrition Program Claim () N/A	By August 31		
Afterschool Snack Program On-site Monitoring () N/A	Two reviews each school year with first review in first 4 weeks		
Civil Rights Training	Around the beginning of the school year		
Civil Rights Compliance Self-Evaluation (PI-1441)	By October 31		
FNS-10 Report	November 1		
FNS-828 Paid Lunch Price Report	November 1		
FNS-742 Verification Collection Report (VCR)	By February 1		
On-site Monitoring Forms () N/A	By February 1		
Direct Certification - for April 1 SNT Reporting, and as needed	On or before April 1		

Annual Requirements		Due Date	Initials	Date
Summer Food Service Program (SFSP) Outreach		Prior to the end of the school year		
Professional Standards		By June 30		
Local Wellness Policy		Annually review and notify the public, triennially assess		

Daily and Monthly Requirement		Due Date
Daily production records		Complete daily
Daily Participation CEP Edit Check		Complete daily, review monthly
Submit monthly claim for reimbursement		Monthly

[Wisconsin Department of Public Instruction](http://dpi.wi.gov/school-nutrition)

<http://dpi.wi.gov/school-nutrition>

[Online Services](http://dpi.wi.gov/nutrition/online-services)

<http://dpi.wi.gov/nutrition/online-services>

[School Nutrition Team Personnel Directory](http://dpi.wi.gov/school-nutrition/directory)

<http://dpi.wi.gov/school-nutrition/directory>

[Child Nutrition Reports](https://dpi.wi.gov/school-nutrition/program-requirements/reporting)

<https://dpi.wi.gov/school-nutrition/program-requirements/reporting>

